



National Aeronautics and  
Space Administration

**John C. Stennis Space Center**  
Stennis Space Center, MS  
39529-6000

**SPG 1420.1 Rev. A**  
**July, 2003**

# **John C. Stennis Space Center**

## **SSC Forms Management**

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	<i>Number</i>	<i>Rev.</i>
	Effective Date: July 29, 2003	
	Expiration Date: July 29, 2008	
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SUBJECT: SSC Forms Management		

## Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
Basic	August 30, 1999	RA00/Jimmie Raymond	Replaced LA00-CWI-001. Reformatted to SPG for distribution through the SSC Directives System.
A	July 3, 2003	RA40/Renay Nelson	Changed to reflect SSC Forms Management Automated Process. Reformatted to correct SPG format.

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## PREFACE

### P.1 PURPOSE

The purpose of this directive is to implement NASA/SSC policy for forms and provide continuous analysis and control of all forms to ensure that existing forms remain effective and efficient, and that new form needs are met cost-effectively without duplication. Forms at SSC will be coordinated, managed, controlled, and kept to a minimum.

### P.2 APPLICABILITY

This directive applies to all SSC NASA and NASA Contractor organizations.

### P.3 AUTHORITY

- a. 42 U.S.C 2473 (c)(1) of the National Aeronautics and Space Act of 1958, as amended.

### P.4 REFERENCES

All references are assumed to be the latest version unless otherwise specified:

- a. NPD 1490.1, *NASA Printing, Duplicating, Copier, Forms, and Mail Management*.
- b. NPG 1441.1, *NASA Records Retention Schedules*.
- c. NPG 1490.5, *NASA Procedures and Guidelines for Printing, Duplicating, and Copying Management*.
- d. SSLP-1410-0001, *Document and Data Control*.

### P.5 CANCELLATION

SPG 1420.1 Basic

Signature on file

Michael U. Rudolphi  
Interim Director

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## CHAPTER 1. RESPONSIBILITIES AND DEFINITIONS

### 1.1 NASA and NASA Contractors

SSC NASA and NASA Contractor organizations are responsible for adhering to the established procedure for approval and implementation of forms to be used at SSC. Contractors will appoint a Contractor Forms Manager (CFM) to control and number contractor forms. Each SSC organization is responsible for ensuring that all forms, used at SSC to conduct business, are officially approved and entered into the forms system.

### 1.2 SSC Forms Management Officer

The SSC Forms Management Officer (FMO) is responsible for controlling the establishment of new forms and the revision of existing forms. The FMO coordinates the design, assigns the form numbers and edition dates, and manages the printing and stocking (as necessary) of SSC forms. The FMO position resides in the Information Management Division of the Center Operations Directorate.

### 1.3 Contractor Forms Manager

The Contractor Forms Manager (CFM) is responsible for controlling and numbering contractor forms, assigning edition dates, and requesting approval from the FMO to establish and implement contractor forms.

### 1.4 Definitions

**Contractor Forms Manager (CFM):** The person who manages, controls, and numbers forms created by the contractor and obtains approval for implementation.

**Form:** Any document with a fixed arrangement of captioned spaces designed for entering and extracting prescribed information, including a form that is displayed and may be filled in on a computer screen.

**Forms Management Officer (FMO):** The person who coordinates the SSC Forms Management Program, and who manages and approves the design, establishment, and implementation of all new or revised forms and reprints at SSC, including requests initiated by the contractor.

**Organization:** A generic term used to describe an SSC Organization, Program/Project, Directorate, Laboratory, Division, Branch, or Team Level.

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## CHAPTER 2. PROCESS AND PROCEDURES

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Forms at SSC will be coordinated, managed, and controlled as follows. The forms management and control process is depicted in Figure 1.

### 2.1 Forms Availability Review

SSC NASA and Contractor organizations will check requests for new forms against existing SSC Forms, NASA Forms, and General Services Administration (GSA) Standard and Optional Forms, to ensure that there are none available for use before generating new forms (see SSC Electronic Forms page/SSC Intranet). Additionally, contractors will check existing contractor forms.

### 2.2 Requests for Forms

#### 2.2.1 Contractor Forms

Contractor organizations will request establishment of forms to be used specifically within their organization for performing the SSC contract, only when existing forms do not satisfy requirements.

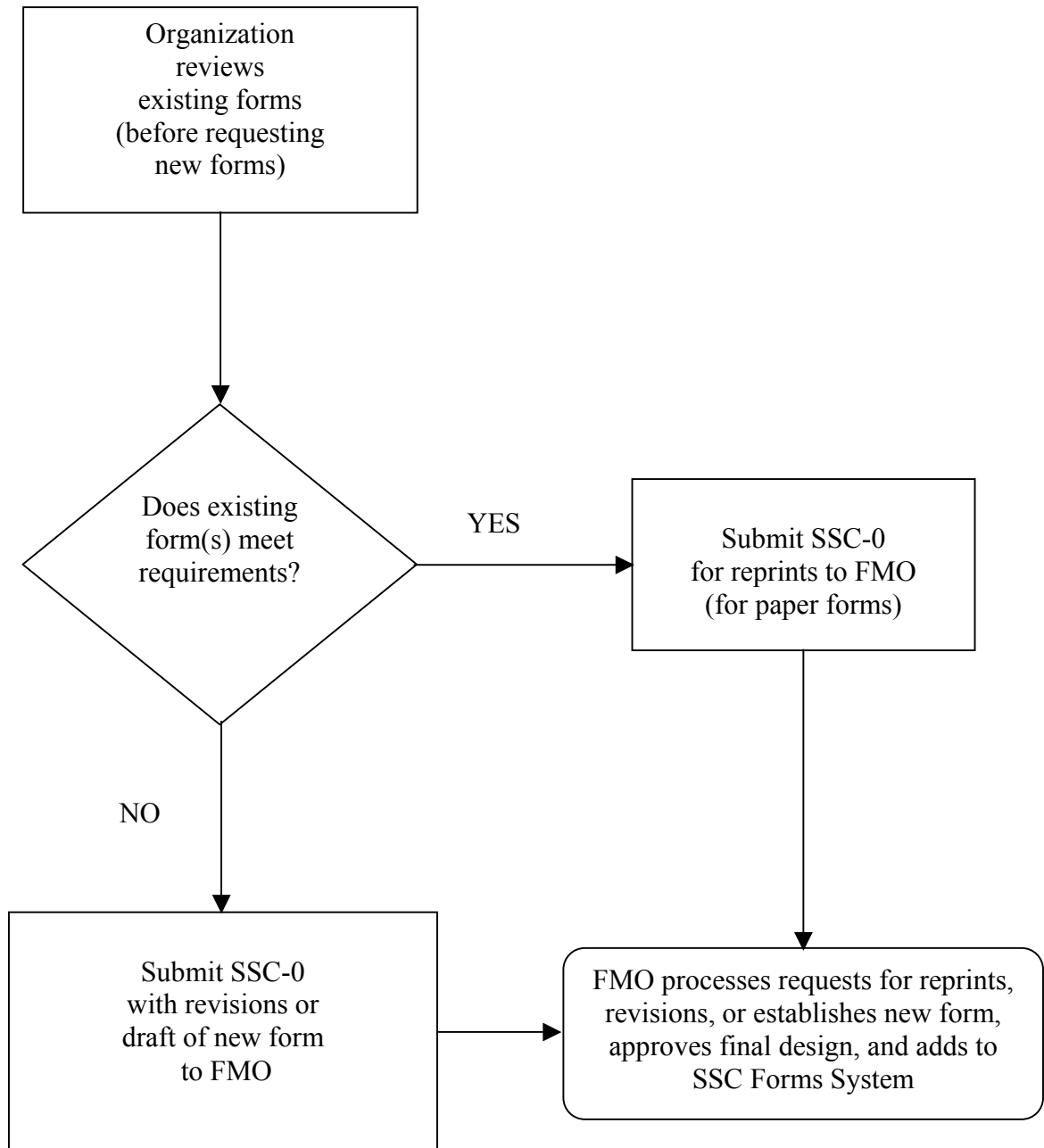
#### 2.2.2 New or Revised Forms

SSC NASA and Contractor organizations requiring new or revised forms, or reprints, will complete and submit Form SSC-0, *Request for New or Revised Form*, with new draft or sample form to the SSC FMO for review, approval, development, and placement in system.

### 2.3 Design and Approval

The FMO will approve the final design of requested forms and add to the SSC Forms System. Forms will be filed in the *Official Forms File* in accordance with NPG 1441.1, *NASA Records Retention Schedules*. Most forms have been created in Microsoft (MS) Word (or one of the other standard formats in the MS Office Suite). However, new forms will be developed in electronic format, as appropriate, using the agency standard software *Informed*. Most existing SSC forms will be transitioned to *Informed* when appropriate. Official reference for the most current forms will be online through the SSC Electronic Forms page.

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**Figure 1 Forms Management and Control Flowchart**